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25 October 1946

6. Only upon specific approval of the Director of Central Intelligence in each case will an individual be permitted to enter on duty with the Central Intelligence Group prior to the completion of the full security clearance prescribed herein.

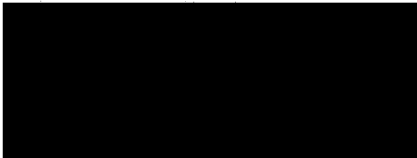
7. All personnel assigned to or attached for duty with the Central Intelligence will be required to execute a declaration of secrecy which will be administered by the Director of Central Intelligence or his authorized representative.

8. Upon termination of duties with the Central Intelligence Group all personnel will be given an exit interview designed to impress upon them their obligation with regard to maintaining the security of all matters pertaining to Central Intelligence Group activities as well as the provisions of the applicable laws and statutes.

9. Any exceptions to the foregoing provisions shall require the approval of the Director of Central Intelligence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Deputy Executive for Personnel
and Administration

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25 October 1940

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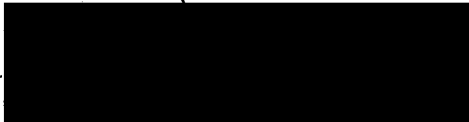
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9. Any exceptions to the foregoing provisions shall require the approval of the Director of Central Intelligence.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

*Draft was concurred in by Col. Barton,
Mr. Loy, Col. Halloway, Capt. Olsen* [REDACTED]

STATINTL

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP

63

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
DEPUTY DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
✓ ^{DM} EXECUTIVE FOR PERSONNEL & ADMINISTRATION		RRP	4/21/47
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, REPORTS & ESTIMATES			
ASST. DIRECTOR, OPERATIONS			
ASST. DIRECTOR, COLLECTION & DISSEMINATION	✓		
CHIEF, SECURITY BRANCH			

APPROVAL ☐ INFORMATION ☐ DIRECT REPLY ☐
 ACTION ☐ RETURN ☐ COMMENT ☐
 RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE ☐
 SIGNATURE ☐ CONCURRENCE ☐ DISPATCH ☐

REMARKS:

Forwarded per your request for inclusion in the Security Branch files.

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FROM 57-420 Box 1 790000:24699999 OF PERSONNEL FOR DUTIES WITH C.I.G.

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37

DRAFT**CENTRAL INTELLIGENCE GROUP
Washington, D. C.****MEMORANDUM
NUMBER _____****3 April 1947.****SUBJECT: Policy Concerning Clearance of Personnel for Duties with
Central Intelligence Group.****EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED.**

25X1A

1. Administrative Order [REDACTED] dated 25 October 1946, subject; "Policy on Clearance of Personnel for Duties with Central Intelligence Group," is hereby rescinded and this Memorandum is substituted therefor.
2. In the President's letter dated 22 January 1946, where reference is made to the functions of the National Intelligence Authority and the Director of Central Intelligence, it is stated that: "In the conduct of their activities, the National Intelligence Authority and the Director of Central Intelligence shall be responsible for fully protecting intelligence sources and methods."
3. In the discharge of this responsibility, it is imperative that personnel assigned to, or attached for duty with, the Central Intelligence Group be individuals:
 - a. Of excellent character, who are citizens of the United States and who have neither a spouse, parent, parent-in-law, brother, sister, brother or sister-in-law, son, daughter, son or daughter-in-law, or close friends subject to a foreign power;

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Next 2 Page(s) In Document Exempt

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-5-

exceptional circumstances, which must be clearly set out in the request.

8. All personnel assigned to, or attached for duty with, the Central Intelligence Group will be required to execute a declaration of secrecy which will be administered by the Director of Central Intelligence or his authorized representative.

9. Upon termination of duties with the Central Intelligence Group, all personnel will be given an exit interview designed to impress upon them their obligation with regard to maintaining the security of all matters pertaining to Central Intelligence Group activities as well as the provisions of the applicable laws and statutes.

10. Any exception to the foregoing provisions shall require the approval of the Director of Central Intelligence. If an exception to Paragraph 3-a above is requested, the employing or initiating office will prepare the request and forward it to the Deputy Director, through the Chief, Personnel Division, P & A Branch. Each case must be handled individually, and the request must show sufficient justification for making such an exception. Such a request should accompany the 37-3 (Personnel Action Request) when it is forwarded to the Personnel Division.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Executive for Personnel and Administration

Attachments - none

Distribution: A

CONFIDENTIAL

OFFICE OF COLLECTION AND DISSEMINATION
CIG
ROUTING SLIP

25X1A

Date: 21 April 1947

SUBJECT: Revision of CIG Adm. Order

FROM:

TO: FOR:

<input type="checkbox"/> Office of Asst Director	<input checked="" type="checkbox"/> 1	Approve
<input type="checkbox"/> Asst Director	<input type="checkbox"/>	Return
<input type="checkbox"/> Deputy Asst Director	<input type="checkbox"/>	Information
<input type="checkbox"/> Executive <i>Recommendation</i>	<input type="checkbox"/>	Necessary action
<input type="checkbox"/> Asst Executive for Pers., log. and Sec.	<input type="checkbox"/>	Comment
<input type="checkbox"/> Adm Assistant	<input type="checkbox"/> 2	Recommendation
<input type="checkbox"/> Registrar	<input type="checkbox"/> 1	Signature
	<input type="checkbox"/>	Suspense File
	<input type="checkbox"/>	Record & Check
<input type="checkbox"/> Requirements Branch	<input type="checkbox"/> 2	Dispatch & return
<input type="checkbox"/> Survey Div.	<input type="checkbox"/> 2	File Sec. Br.
<input type="checkbox"/> Control Div.	<input type="checkbox"/>	<u>file attached.</u>
	<input type="checkbox"/>	
<input type="checkbox"/> Collection Branch	<input type="checkbox"/>	
<input type="checkbox"/> Collection Policy Div.	<input type="checkbox"/>	
<input type="checkbox"/> Procurement Div.	<input type="checkbox"/>	
<input type="checkbox"/> Analysis Div.	<input type="checkbox"/>	
	<input type="checkbox"/>	
<input type="checkbox"/> Dissemination Branch	<input type="checkbox"/>	
<input type="checkbox"/> Dissemination Policy Div.	<input type="checkbox"/>	
<input type="checkbox"/> Distribution Div.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Security Branch	<input type="checkbox"/>	

(i.e., tab B)

REMARKS: Attached memo for your signature was prepared in response to Tab A (to be returned with memo as requested). Tab B is for retention in Security Branch files.

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File

Deputy Executive for P & A

17 April 1947

Assistant Director, Collection & Dissemination

Policy on Clearance of Personnel for Duties with CIG.

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- REFERENCE:**
- A. Office memo to Executive for P & A from Chief, Security Division, subject: Administrative Order [REDACTED] dated 19 March 1947 and memo reply thereto dated 4 April 1947.
 - B. Office memo to Deputy Executive for P & A from Chief, Security Division, subject: Policy on Clearance of Personnel for Duties with the Central Intelligence Group dated 8 April 1947 with attached draft regarding subject dated 3 April 1947.

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1. Consideration has been accorded to the draft of proposed memo to rescind and replace Administrative Order [REDACTED] (Reference B).

2. It is the opinion of this office that, while the suggested amendments incorporated in the proposed memo possess merit in the clarification and extension of administrative procedures, they do not sufficiently justify the rescission and replacement of the Administrative Order at this time.

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3. As was previously stated, (Ref.A), it is believed that the basic policy enunciated in Administrative Order [REDACTED] is adequately inclusive and flexible to permit interpretation for the establishment thereunder of operational procedures to include all of the proposed changes. It is accordingly suggested that the desired operating procedures and policy implementation practices be set forth as material supplementary to Administrative Order [REDACTED] pending publication of the Administrative Manual.

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4. It is the understanding of this office that, with the publication of the CIG Administrative Manual the current series of CIG Administrative Orders will be revoked and superseded (Reference CIG General Order [REDACTED]). In the preparation of that portion of the Administrative Manual relating to security and particularly with respect to the incorporation of the provisions of Administrative Order [REDACTED] it is felt that consideration should be given to the inclusion of the suggested changes and additions proposed in the above cited references, to which this office has no objection since they do not constitute changes in basic security policy. Further, it is suggested that consideration be given to the advisability of so planning the security section of the Manual that "basic security policy" and "interpretation and operational

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implementation" be dealt with separately insofar as this is practicable.

Signed

C. E. OLSEN
Captain, U. S. N.
Assistant Director for
Collection and Dissemination

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Addressee - Orig & 1
OCD - 1
Sec. Div. - 1
Sec. Br. - 1 ✓

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- 2 -

CONFIDENTIAL**OFFICE OF COLLECTION AND DISSEMINATION****SECURITY BRANCH**

25X1A

4 April 1947

MEMORANDUM TO: Executive for P & A

Subject: Suggested Changes in Administrative Order [REDACTED]

Reference: Chief, Security Division's memo 19 March 1947

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25X1A

1. The Security Branch, OCD, has studied the subject memo and concurs generally in the substance of [REDACTED] suggestions but feels that, in general, the amendment of CIG Administrative Order [REDACTED] is not desirable in that it was, in its present form, concurred in by the IAB agencies and meets their requirements. It is felt that the points covered in the subject memo could be set forth in an administrative interpretation to CIG Administrative Memo [REDACTED] or could be included as interpretative recommendations or notes in any contemplated manual of regulations.

2. The reasons behind the foregoing conclusions are set forth in greater detail below.

a. Sub-paragraph 2a

The interpretation given in subject memo is essentially that which was contemplated in the drafting of the original policy document. There is no objection to following the suggested amendment as a matter of administrative practice, but its inclusion in the basic policy (CIG Administrative Order [REDACTED]) may prove too restrictive in the event that an individual case might call for some latitude of decision.

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b. Paragraph 4

Revision of this paragraph is not recommended. Under the terms of the paragraph as now written information derived from 10 years of honorable service "may, at the option of the Director of Central Intelligence, constitute the basis for clearance....." (underlining supplied). Under this wording it could be made known administratively in the name of the Director of Central Intelligence that the option will not be exercised except in the case of civil servants above a certain grade and Army and Navy personnel above stated ranks.

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Sec. Bu.

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3. Paragraph 5

There appears to be no objection to the addition of the suggested sentence if the desired end cannot be attained administratively. In order to leave the Director of Central Intelligence some discretion in individual cases, however, it is suggested that the sentence be changed to read ".....immediate employment (assignment) and shall not preclude the completion of a full investigation".

4. Paragraph 6

The procedure suggested is sound but the desired end could be attained through administrative procedures.

5. Paragraph 9

Paragraph 9 is not fully concurred in. Since CIG Administrative Order [redacted] charges the Personnel Division with obtaining completed forms 57 and 38-1 from the prospective employees, the employing or initiating office would have no knowledge of circumstances requiring the exception until after the investigation reports have been completed. Thus, it would be impossible for the requests for exception to accompany the 37-3 at the time it is forwarded to the Personnel Division, unless CIG Administrative Order [redacted] is suitably amended.

"Signed"

C. E. OLSEN

Captain, U. S. N.

Assistant Director for
Collection and Dissemination

DISTRIBUTION:

Addressee - Orig & 1

OCD - 1

Security - 1 ✓

Encl: Memo from Chief, Sec. Div.

dtd 19 Mar 47, ~~for orig only~~ w / Sec. Div. cy. only.

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- 2 -

TOP SECRET SECRET CONF REST UNCL

OFFICE OF COLLECTION AND DISSEMINATION

CTG

ROUTING SLIP

Date: 31 March

SUBJECT: _____

FROM:

TO: FOR:

_____ Office of Asst Director	_____ Approve
_____ Asst Director	_____ Return
_____ Deputy Asst. Director	_____ Information
_____ Executive	_____ Necessary action
_____ Asst Executive for Pers.,	_____ Comment
_____ Log. and Sec.	_____ Recommendation
_____ Adm Assistant	_____ Signature
_____ Registrar	_____ Suspense File
_____ Requirements Branch	_____ Record & Check
_____ Survey Div.	_____ Dispatch
_____ Control Div.	_____ File
_____ Collection Branch	_____ Concur in
_____ Collection Policy Div.	_____ Comments
_____ Procurement Div.	_____ of Security Br.
_____ Analysis Div.	_____ (IMB)
_____ Dissemination Branch	
_____ Dissemination Policy Div.	
_____ Distribution Div.	
_____ Security Branch	

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REMARKS:

3 Return to Security Branch

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CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

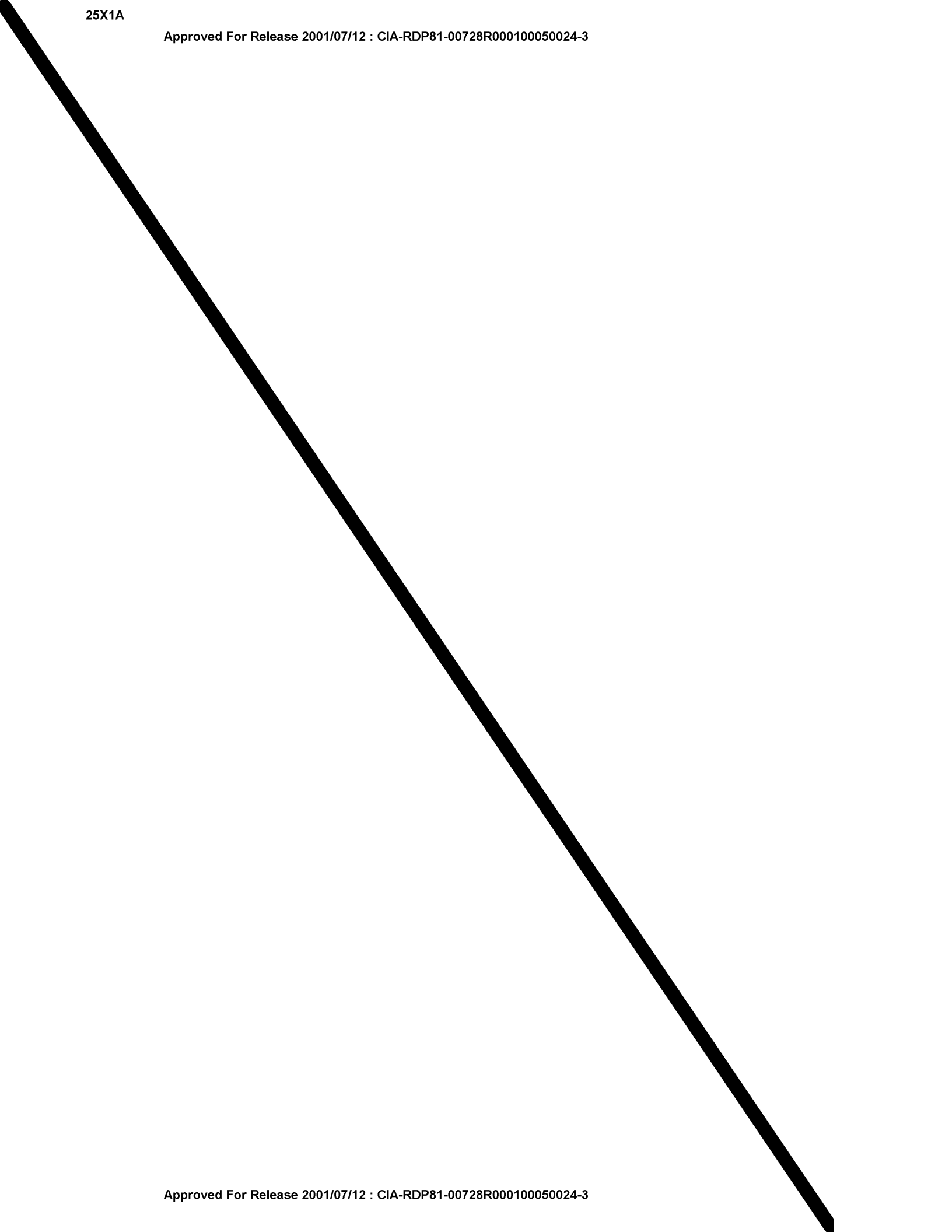
FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
<input checked="" type="checkbox"/> EXECUTIVE FOR PERSONNEL & ADMINISTRATION			3/20/47
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			
Chief, Security Branch, O.C.D.	<input checked="" type="checkbox"/>		

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☒ COMMENT & ret. to P & A
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS:

for CRO's sig?

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CONFIDENTIALd. Paragraph 6

Add these sentences to this paragraph:

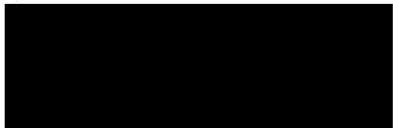
"Any requests for waiver of security clearance will be directed to the Deputy Director through the Chief, Security Division, P & A Branch. Such requests will not be honored unless they have been signed by, or approved by, the Assistant Director for the office concerned. Security Waivers will not be granted except in exceptional circumstances, which must be clearly set out in the request."

e. Paragraph 9

Add to this paragraph:

"In cases where an exception to paragraph 2a above is required, the employing or initiating office will prepare the request and forward it to the Deputy Director through the Chief, Personnel Division, P & A Branch. Such cases must be handled individually and the request must show sufficient justification for making such an exception. Such requests should accompany the 37-3 (Personnel Action Request) when it is forwarded to the Personnel Division."

25X1A


Chief, Security Division**CONFIDENTIAL**

-2

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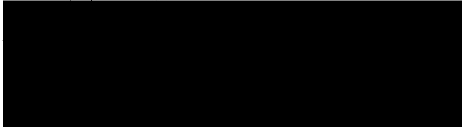
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration